

TOWNSHIP OF HORTON
OGEMAW COUNTY, MICHIGAN

REPORT ON FINANCIAL STATEMENTS
FOR THE YEAR ENDED MARCH 31, 2005

AUDITING PROCEDURES REPORT

Issued under P.A. 2 of 1968, as amended. Filing is mandatory.

Local Government Type <input type="checkbox"/> City <input checked="" type="checkbox"/> Township <input type="checkbox"/> Village <input type="checkbox"/> Other		Local Government Name Horton	County Ogemaw
Audit Date 3/31/05	Opinion Date 6/15/05	Date Accountant Report Submitted to State: 7/3/05	

We have audited the financial statements of this local unit of government and rendered an opinion on financial statements prepared in accordance with the Statements of the Governmental Accounting Standards Board (GASB) and the *Uniform Reporting Format for Financial Statements for Counties and Local Units of Government in Michigan* by the Michigan Department of Treasury.

We affirm that:

1. We have complied with the *Bulletin for the Audits of Local Units of Government in Michigan* as revised.
2. We are certified public accountants registered to practice in Michigan.

We further affirm the following. "Yes" responses have been disclosed in the financial statements, including the notes, or in the report of comments and recommendations

You must check the applicable box for each item below.

- ☐ yes ☒ no 1. Certain component units/funds/agencies of the local unit are excluded from the financial statements.
- ☐ yes ☒ no 2. There are accumulated deficits in one or more of this unit's unreserved fund balances/retained earnings (P.A. 275 of 1980).
- ☐ yes ☒ no 3. There are instances of non-compliance with the Uniform Accounting and Budgeting Act (P.A. 2 of 1968, as amended).
- ☐ yes ☒ no 4. The local unit has violated the conditions of either an order issued under the Municipal Finance Act or its requirements, or an order issued under the Emergency Municipal Loan Act.
- ☐ yes ☒ no 5. The local unit holds deposits/investments which do not comply with statutory requirements. (P.A. 20 of 1943, as amended [MCL 129.91], or P.A. 55 of 1982, as amended [MCL 38.1132]).
- ☐ yes ☒ no 6. The local unit has been delinquent in distributing tax revenues that were collected for another taxing unit.
- ☐ yes ☒ no 7. The local unit has violated the Constitutional requirement (Article 9, Section 24) to fund current year earned pension benefits (normal costs) in the current year. If the plan is more than 100% funded and the overfunding credits are more than the normal cost requirement, no contributions are due (paid during the year).
- ☐ yes ☒ no 8. The local unit uses credit cards and has not adopted an applicable policy as required by P.A. 266 of 1995 (MCL 129.241).
- ☐ yes ☒ no 9. The local unit has not adopted an investment policy as required by P.A. 196 of 1997 (MCL 129.95).

We have enclosed the following:

	Enclosed	To Be Forwarded	Not Required
The letter of comments and recommendations.	x		
Reports on individual federal financial assistance programs (program audits).			x
Single Audit Reports (ASLGU).			x

Certified Public Accountant (Firm Name) Barry E. Gaudette, CPA, PC			
Street Address 1107 E. Eighth Street	City Traverse City	State MI	ZIP 49686
Accountant Signature <i>Barry E. Gaudette, CPA</i>			

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Township of Horton
Organization
March 31, 2005

Township Officials

Karen Michael	Supervisor
Patricia Rohrer	Clerk
Dorothy Koelsch	Treasurer
Jerry Lehman	Trustee
Alfred Zettel	Trustee

FINANCIAL SECTION

Barry E. Gaudette, CPA, P.C.

CERTIFIED PUBLIC ACCOUNTANT

1107 East Eighth Street
Traverse City, Michigan 49686
(231) 946-8930
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INDEPENDENT AUDITORS' REPORT

Members of the Township Board
Township of Horton
Ogemaw County, Michigan

We have audited the accompanying financial statements of the governmental activities and each major fund of the Township of Horton, Michigan, as of and for the year ended March 31, 2005, which collectively comprise the Township's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the Township of Horton, Michigan's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatements. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

Since it was not practical to extend our auditing procedures into the prior unaudited year, we are unable to express an opinion on the consistency of application of accounting principles with the preceding year.

Township of Horton
Independent Auditors' Report
Page Two

In our opinion, except for the omission of the information mentioned in the preceding paragraph, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the Township of Horton, Michigan, as of March 31, 2005, and the respective changes in financial position, thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

As described in Note IV(D), the Township has implemented a new financial reporting model, as required by the provisions of GASB Statement No. 34, *Basic Financial Statements and Management's Discussion and Analysis for State and Local Governments*, as amended and interpreted, as of March 31, 2005.

The financial statements referred to above do not include the Management Discussion and Analysis, which is required supplementary information and should be included in order to conform with accounting principles generally accepted in the United States of America.

Bary E. Vandell, CPA, PL

June 15, 2005

BASIC FINANCIAL STATEMENTS

Township of Horton
Statement of Net Assets
March 31, 2005

	<u>Governmental Activities</u>
ASSETS	
Cash and cash equivalents	\$ 195,654
Taxes receivable	2,406
Prepaid insurance	1,077
Due from other funds	127,255
Capital assets (net of accumulated depreciation):	
Buildings & improvements	<u>55,291</u>
Total Assets	<u>381,683</u>
 LIABILITIES	
Accounts payable	<u>12,353</u>
 NET ASSETS	
Unrestricted	<u>369,330</u>
Total net assets	<u><u>\$ 369,330</u></u>

See notes to financial statements

Township of Horton
Statement of Activities
For The Year Ended March 31, 2005

Programs	Program Revenues			
	<u>Expenses</u>	<u>Fees, Charges for Services</u>	<u>Operating Grants and Contrib.'s</u>	<u>Capital Grants and Contrib.'s</u>
Governmental activities:				
Legislative:				
Township board	\$ 9,428	\$	\$	\$
General				
Government:				
Supervisor	4,870			
Elections	1,628			
Clerk	5,021			
Assessor	9,672			
Board of review	546			
Treasurer	4,748			
Township hall	14,431			
Public Safety:				
Fire	12,987			
Police	319			
Public Works:				
Roads	2,988			
Street lighting	2,909			
Cultural:				
Library	575			
Other:				
EDC contrib.	<u>400</u>	<u> </u>	<u> </u>	<u> </u>
Total governmental activities	<u>\$ 70,522</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>

General revenues:
Property taxes
Licenses & permits
State aid
Interest earnings
Rents
Miscellaneous

Total general revenues
Change in net assets

Net assets - beginning

Net assets - ending

See notes to financial statements

Net (Expense) Revenue and
Changes in Net Assets

Governmental
Activities

\$ (9,428)

(4,870)

(1,628)

(5,021)

(9,672)

(546)

(4,748)

(14,431)

(12,987)

(319)

(2,988)

(2,909)

(575)

(400)

(70,522)

34,326

164

66,356

3,296

1,325

2,912

108,379

37,857

331,473

\$ 369,330

Township of Horton
Balance Sheet
Governmental Funds
March 31, 2005

	<u>General Fund</u>
ASSETS	
Cash and cash equivalents	\$195,654
Taxes receivable	2,406
Prepaid insurance	1,077
Due from other funds	<u>127,255</u>
Total assets	<u><u>\$326,392</u></u>
LIABILITIES AND FUND BALANCE	
Liabilities:	
Accounts payable	<u>\$ 12,353</u>
Total liabilities	<u>12,353</u>
Fund balance:	
Unreserved:	
General fund	<u>314,039</u>
Total fund balance	<u>314,039</u>
Total liabilities and fund balance	<u><u>\$326,392</u></u>

See notes to financial statements

Township of Horton
Reconciliation of the Governmental Funds
Balance Sheet
With the Statement of Net Assets
March 31, 2005

Amounts reported for governmental activities in the
statement of net assets are different because:

Total Fund Balance - Governmental Funds	\$ 314,039
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Capital assets used in governmental activities
are not financial resources and therefore are
not reported as assets in governmental funds:

Cost of capital assets	147,799
Accumulated depreciation	<u>(92,508)</u>

Total Net Assets - Governmental Activities	<u>\$ 369,330</u>
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See notes to financial statements

Township of Horton
Statement of Revenues, Expenditures and Changes
In Fund Balance
Governmental Funds
For The Year Ended March 31, 2005

	<u>General Fund</u>
REVENUES	
Taxes & administration fees	\$ 34,326
Licenses & permits	164
State aid	66,356
Interest earnings	3,296
Rents	1,325
Miscellaneous	<u>2,912</u>
Total revenues	<u>108,379</u>
EXPENDITURES	
Current:	
Legislative	9,428
General government	38,062
Public safety	13,306
Public works	5,897
Cultural	575
Other	400
Capital outlay	<u>2,338</u>
Total expenditures	<u>70,006</u>
Net change in fund balance	38,373
Fund balance - beginning of year	<u>275,666</u>
Fund balance - end of year	<u>\$ 314,039</u>

See notes to financial statements

Township of Horton
Reconciliation of the Statement of Revenues, Expenditures,
and Changes in Fund Balance of Governmental Funds
To the Statement of Activities
For The Year Ended March 31, 2005

Amounts reported for governmental activities in the
statement of activities are different because:

Total net change in fund balance - governmental funds	\$ 38,373
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Governmental funds report capital outlays
as expenditures. However, in the statement
of activities the cost of those assets is
allocated over their estimated useful lives
and reported as depreciation expense. This
is the amount by which capital outlays
exceeded (did not exceed) depreciation in
the current period.

Capital outlay	2,338
Depreciation expense	<u>(2,854)</u>

Change in net assets of governmental activities	<u>\$ 37,857</u>
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See notes to financial statements

Township of Horton
General Fund
Statement of Revenues, Expenditures,
and Changes in Fund Balance
- Budget and Actual
For the Year Ended March 31, 2005

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance</u>
	<u>Original</u>	<u>Final</u>	<u>Amounts</u>	<u>with</u> <u>Final</u> <u>Budget</u> <u>Positive</u> <u>(Negative)</u>
REVENUES				
Taxes & adm. fees	\$ 31,164	\$ 31,164	\$ 34,326	\$ 3,162
Licenses & permits	114	114	164	50
State aid	62,760	62,760	66,356	3,596
Interest earnings	250	250	3,296	3,046
Rents	2,500	2,500	1,325	(1,175)
Miscellaneous	<u>3,253</u>	<u>2,492</u>	<u>2,912</u>	<u>420</u>
Total revenues	<u>100,041</u>	<u>99,280</u>	<u>108,379</u>	<u>9,099</u>
EXPENDITURES				
Current:				
Legislative:				
Township board	11,108	11,119	9,428	1,691
General government:				
Supervisor	4,900	4,900	4,870	30
Elections	1,915	1,915	1,628	287
Clerk	5,100	5,100	5,021	79
Assessor	9,700	10,403	9,672	731
Board of review	550	550	546	4
Treasurer	4,750	4,750	4,748	2
Township hall	16,204	16,204	11,577	4,627
Public safety:				
Fire	16,750	16,750	12,987	3,763
Police	320	320	319	1
Public works:				
Roads	50,000	50,000	2,988	47,012
Street lighting	3,200	3,200	2,909	291
Cultural:				
Library	575	575	575	
Other:				
EDC contribution	400	400	400	
Capital outlay	<u>3,000</u>	<u>3,000</u>	<u>2,338</u>	<u>662</u>
Total expenditures	<u>128,472</u>	<u>129,186</u>	<u>70,006</u>	<u>59,180</u>

Township of Horton
General Fund
Statement of Revenues, Expenditures,
and Changes in Fund Balance
- Budget and Actual
For the Year Ended March 31, 2005
(Continued)

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance</u>
	<u>Original</u>	<u>Final</u>	<u>Amounts</u>	<u>with</u> <u>Final</u> <u>Budget</u> <u>Positive</u> <u>(Negative)</u>
Net change in fund balance	(28,431)	(29,906)	38,373	68,279
Fund balance - beginning	<u>195,859</u>	<u>195,859</u>	<u>275,666</u>	<u>79,807</u>
Fund balance - ending	<u>\$167,428</u>	<u>\$ 165,953</u>	<u>\$314,039</u>	<u>\$ 148,086</u>

See notes to financial statements

Township of Horton
Statement of Fiduciary Net Assets
Fiduciary Fund
March 31, 2005

	<u>Tax Collection Fund</u>
ASSETS	
Cash and cash equivalents	<u>\$ 127,255</u>
Total Assets	<u>127,255</u>
LIABILITIES	
Due to other funds	<u>127,255</u>
NET ASSETS	
Held in trust for other purposes	<u><u>\$</u></u>

See notes to financial statements

Township of Horton
Statement of Changes in Fiduciary Net Assets
Fiduciary Funds
For the Year Ended March 31, 2005

	<u>Tax Collection Fund</u>
ADDITIONS	
Property tax collections and fees	\$ 373,655
Total additions	<u>373,655</u>
DEDUCTIONS	
Purchase certificate of deposit	60,000
Transfer to General Fund	34,326
Payments to other governmental units	<u>279,329</u>
Total deductions	<u>373,655</u>
Changes in net assets	
Net assets - beginning	<u> </u>
Net assets - ending	<u><u>\$ </u></u>

See notes to financial statements

Township of Horton
Notes to the Financial Statements
March 31, 2005

I: Summary of significant accounting policies

The financial statements of the Township of Horton (the Township) have been prepared in conformity with U.S. generally accepted accounting principles (GAAP) as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant of the Township's accounting policies are described below.

A. Reporting entity

The Township is governed by an elected five-member board. The accompanying financial statements present the Township's operations for which the government is considered to be financially accountable. The Township has no component units and is not responsible for any jointly governed organizations.

B. Government-wide and fund financial statements

The government-wide financial statements (i.e., the statement of net assets and the statement of activities) report information on all of the nonfiduciary activities of the Township. For the most part, the effect of the interfund activity has been removed from these statements. *Governmental activities*, which normally are supported by taxes and intergovernmental revenues, are reported separately from *business-type activities*, which rely to a significant extent on fees and charges for support. The Township has no business-type activities.

The statement of activities demonstrates the degree to which the direct expenses of a given function are offset by program revenues. *Direct expenses* are those that are clearly identifiable with a specific function. Program revenues include 1) charges to customers or applicants who purchase, use or directly benefit from the goods, services or privileges provided by a given function and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function. Taxes and other items not properly included among program revenues are reported instead as *general revenues*.

Separate financial statements are provided for governmental funds and fiduciary funds, even though the latter are excluded from the government-wide financial statements. The Township has no responsibility for any fiduciary funds. Major individual governmental funds are reported as separate columns

in the financial statements.

C. Measurement focus, basis of accounting and financial statement presentation

The government-wide financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*, as are the fiduciary fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provided have been met.

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be *available* when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Township considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences are recorded only when a payment is due.

Property taxes, interest, and charges for services associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. All other revenue items are considered to be measurable and available only when cash is received by the Township.

The Township property tax is levied each December 1st on the taxable valuation of property (as defined by State statutes) located in the Township as of the preceding December 31st. Real property taxes not collected as of March 1st are turned over to Ogemaw County, which advances the Township 100% for the delinquent taxes.

The 2004 taxable valuation of the Township totaled \$27,014,735, on which ad valorem taxes levied consisted of .8221 mills for Township operating purposes. This amount is recognized in the General Fund as current tax revenue as well as administrative fees to collect the taxes and applicable interest.

The Township reports the following major governmental funds:

The *general fund* is the Township's primary operating

fund. It accounts for all financial resources of the Township, except those required to be accounted for in another fund.

Additionally, the government reports the following fund types:

The *current tax collection fund* is an agency fund and is used to account for resources held by the Township in a purely custodial capacity. Money in this fund is from current tax collections. Timely distribution to the appropriate fund and local unit must be made in accordance with Section 43 of the General Property Tax Act.

Private-sector standards of accounting and financial reporting issued prior to December 1, 1989, generally are followed in the government-wide financial statements to the extent that those standards do not conflict with or contradict guidance of the Governmental Accounting Standards Board.

As a general rule the effect of interfund activity has been eliminated from the government-wide financial statements.

Amounts reported as *program revenues* include 1) charges to customers or applicants for goods, services, or privileges provided, 2) operating grants and contributions, and 3) capital grants and contributions, including special assessments. Internally dedicated resources are reported as *general revenues* rather than as program revenues. Likewise, general revenues include all taxes.

D. Assets, liabilities and net assets

1. Deposits and investments

The Township's cash and cash equivalents are considered to be cash on hand, demand deposits, short-term investments with original maturities of three months or less from the date of acquisition.

State statutes authorize the Township to invest in bonds and other direct and certain indirect obligations of the U.S. Treasury; certificates of deposit, savings accounts, deposit accounts, or depository receipts of a bank, saving and loan association, or credit union, which is a member of the Federal Deposit Insurance Corporation, Federal Savings and Loan Insurance Corporation, or Nation Credit Union Administration, respectively; in commercial paper rated at the time of purchase within the three highest classifications established by not less than two standard rating services and which mature not more than 270 days after the date of purchase. The Township is also authorized to invest in U.S. Government or federal agency obligation repurchase agreements, bankers'

acceptances of U.S. banks, and mutual funds composed of investments as outlined above.

The Township Board has designated two banks for the deposit of Township funds.

2. *Short-term interfund receivables/payable*

During the course of operations, numerous transactions occur between individual funds for goods provided or services rendered. These receivables and payables are classified as "due from other funds" or "due to other funds" on the balance sheet in the governmental fund financial statements.

3. *Receivables and payables*

All trade and property tax receivables are shown net of allowance for uncollectible amounts. Property taxes are levied on each December 1st on the taxable valuation of property as of the preceding December 31st. Taxes are considered delinquent on March 1st of the following year, at which time penalties and interest are assessed.

4. *Inventories*

Inventories of supplies are considered to be immaterial and are not recorded.

5. *Prepaid items*

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both government-wide and fund financial statements.

6. *Capital assets*

Capital assets, which include property, plant, and equipment are reported in the government-wide financial statements. Capital assets are defined by the Township as assets with an initial individual cost of more than \$500 and an estimated useful life in excess of two years. Such assets are recorded as historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized.

Property and equipment of the Township is depreciated using the straight-line method over the following estimated useful lives:

<u>Assets</u>	<u>Years</u>
Building and improvements	40
Equipment	5

7. *Compensated absences*

The Township does not have a compensated absence policy.

8. *Long-term obligations*

In the government-wide financial statements, long-term debt and other long-term obligations are reported as liabilities in the statement of net assets.

For governmental fund types, bond premiums and discounts, as well as issuance costs, are recognized during the current period. Bond proceeds are reported as other financing sources net of applicable premium or discount. Issuance costs, even if withheld from the actual net proceeds received, are reported as debt service expenditures. The Township does not have any long-term debt.

9. *Fund Balance*

In the fund financial statements, the unreserved fund balances for governmental funds represent the amount available for budgeting future operations. The reserved fund balances for governmental funds represent the amount that has been legally identified for specific purposes or indicates that a component of assets does not constitute "available spending resources". The designated fund balances for governmental funds represent tentative plans for future use of financial resources.

10. *Use of Estimates*

The process of preparing financial statements in conformity with generally accepted accounting principles requires the use of estimates and assumptions regarding certain types of assets, liabilities, revenues, and expenditures. Such estimates primarily relate to unsettled transactions and events as of the date of the financial statements. Accordingly, upon settlement, actual results may differ from estimated amounts.

II: Stewardship, compliance and accountability

A. *Budgetary information*

Annual budgets are adopted on a basis consistent with generally accepted accounting principles for all governmental funds. All annual appropriations lapse at fiscal year end.

The Township follows these procedures in establishing the budgetary data reflected in the financial statements:

1. The Supervisor submits to the Township Board a proposed budget for the fiscal year commencing on April 1. The operating budget includes proposed expenditures and the means of financing them. The level of control for the budgets is at the functional level as set forth in the combined statement of revenues, expenditures and changes in fund balances - budget and actual - GAAP basis - general funds.
2. Public hearings are conducted to obtain taxpayer comments.
3. Prior to April 1, the budget is legally adopted by the Township Board as a resolution pursuant to the Uniform Budgeting and Accounting Act (P.A. 621 of 1978). The Act requires that the budget be amended prior to the end of the fiscal year when necessary to adjust appropriations if it appears that revenues and other financing sources will be less than anticipated or so that expenditures will not be in excess of original estimates. Expenditures shall not be made or incurred, unless authorized in the budget, or in excess of the amount appropriated.
4. The Supervisor is authorized to transfer budgeted amounts between major expenditure functions within any fund; however, these transfers and any revisions that alter the total expenditures of any fund must be approved by the Township Board.
5. Formal budgetary integration is employed as a management control device during the year for the general fund.
6. The budget as presented, has been amended. Supplemental appropriations were made during the year with the last one approved prior to April 1st.

B. Excess of expenditures over appropriations

During the year ended March 31, 2005, expenditures did not exceed appropriations in any of the activities of the general fund.

III: Detailed notes on all funds

A. Deposits and investments

At year-end, the carrying amount of the Township's deposits were \$322,909 and the bank balance was \$323,313, of which \$233,513 was covered by federal depository insurance.

B. Receivables

The County of Ogemaw owes the Township delinquent taxes of \$2,406.

C. Capital assets

Capital asset activity for the year ended March 31, 2005 was as follows:

	<u>Beginning Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending Balance</u>
Governmental Activities:				
Capital assets being depreciated:				
Buildings & improvements	\$ 111,814	\$ 2,338	\$	\$ 114,152
Equipment	<u>33,647</u>	<u></u>	<u></u>	<u>33,647</u>
Subtotal	<u>145,461</u>	<u>2,338</u>	<u></u>	<u>147,799</u>
Less accumulated depreciation for:				
Buildings & improvements	(55,907)	(2,854)		(58,761)
Equipment	<u>(33,747)</u>	<u></u>	<u></u>	<u>(33,747)</u>
Subtotal	<u>(89,654)</u>	<u>(2,854)</u>	<u></u>	<u>(92,508)</u>
Net capital assets being depreciated	<u>55,807</u>	<u>(516)</u>	<u></u>	<u>55,291</u>
Governmental activities capital assets-net of depreciation	<u>\$ 55,807</u>	<u>\$ (516)</u>	<u>\$</u>	<u>\$ 55,291</u>

Depreciation expense was charged to functions/programs of the government as follows:

Governmental activities:	
General government	\$ 516

Total depreciation expense - governmental activities	<u>\$ 516</u>
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IV. Other information

A: Risk management

The Township is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; and employee injuries (workers compensation). The Township has purchased commercial insurance for these types of claims. Settled claims relating to commercial insurance have not exceeded the amount of insurance coverage in any of the past three years.

B: Pension plan

The Township began a money purchase pension plan is with Travelers Insurance Co. and began July 1, 1991. Pension expense for the fiscal year ended March 31, 2005, was \$1,949.

C: Implementation of new accounting standard

As of and for the year ended March 31, 2005, the Township implemented GASB Statement Number 34 - *Basic Financial Statements -and Management's Discussion and Analysis - State and Local Governments*. The more significant changes required by the standard include a Management Discussion and Analysis; government-wide financial statements, prepared using the economic resources measurement focus and the accrual basis of accounting; fund financial statements, consisting of a series of statements that focus on a governments' major funds; and schedules to reconcile the fund financial statements to the government-wide financial statements.

COMMENTS AND RECOMMENDATIONS

Barry E. Gaudette, CPA, P.C.

CERTIFIED PUBLIC ACCOUNTANT

1107 East Eighth Street
Traverse City, Michigan 49686
(231) 946-8930
Fax (231) 946-1377

Members of the Township Board
Township of Horton
West Branch, Michigan

Our examination was made in accordance with generally accepted auditing standards and, accordingly, included such tests of the accounting records and such other auditing procedures as we considered necessary in the circumstances.

The following comments and recommendations are based on observations made during the course of our examination for the year ended March 31, 2005.

Certificates of deposit

A certificate of deposit was purchased at Citizens Bank by the prior treasurer (the treasurer resigned at the end of March 2005) without the Township Board's knowledge. We recommend that any certificates of deposit purchased or cashed in have the Township Board's approval.

Tax collection fund

During the current year the tax collections were deposited in a separate savings account and amounts were then transferred to the general fund checking account to be disbursed. We recommend that a separate checking account be opened for the disbursement of tax collections.

This letter supplements the information in the Financial Statements and Notes to Financial Statements. It is intended solely for the use of management, the Township Board, and the Michigan Department of Treasury and should not be used for any other purpose.

Barry E. Gaudette, CPA, PC

June 15, 2005